



Grant Proposal Procedures

Proposal Development

Wittenberg faculty or staff members who wish to secure external funding for the acquisition of equipment, for projects related to the academic program, for other institutional purposes and projects, or for personal professional development, research projects, or other scholarly activity should complete a Grant Proposal Concept Form. Faculty members and staff in the Provost's area should submit the form to the Provost. All others should submit it to Lin Erickson, Director of Government, Corporate, and Foundation Relations. Either a hard copy or an electronic copy (CD, disk, or email attachment) is acceptable.

Note: **No form should be submitted and no approval is necessary for purely personal projects.** Such projects have three things in common: (1) The grant is paid directly to the person submitting the proposal, so that the funds are not processed or managed by Wittenberg; (2) The proposal was submitted by the individual as a private person and not on behalf of the university; and (3) The proposal does not promise any Wittenberg institutional match, either cash or in-kind.

Submission of the form will initiate discussions within the administration and with any affected departments to assure that the proposed project is consistent with institutional priorities and has preliminary approval to proceed. This internal review should take no longer than two weeks.

Once authorization has been given to develop a proposal, the project director will be asked to work with either the Provost or the Director of Government, Corporate, and Foundation Relations to review such matters as university policies, cost sharing, personnel considerations, and space and equipment needs, and to identify funding agencies and frame proposals.

Funding agencies must not be approached to discuss specific ideas for projects or proposals without the explicit approval of either the Provost or the Director of Government, Corporate, and Foundation Relations. (It is not necessary to complete a Proposal Concept Form to request permission to contact a funding agency.)

Proposal Submission

To receive permission to submit a proposal, the project director must complete a Grant Proposal Endorsement Form and obtain all necessary preliminary approvals (depending on the nature of the proposed project, these could include the Director of Plant, Safety, and Environment; the Director of Computing Services; the Director of Audio Visual Services; the Institutional Review Board; the Institutional Animal Care and Use Committee; or the university's attorney). Once this is done, the Grant Proposal Endorsement Form and a copy of the final proposal should be submitted to the Provost or Director of Government, Corporate, and Foundation Relations, who will obtain final approvals from the Senior Staff and President.



Grant Proposal Concept Form

Project Director:

Phone:

1. What specifically will you do with the grant money? Will you purchase equipment? What activities will be supported? (E.g., "The department will acquire a 400 MHz FT-NMR for instruction and research.")

2. What will you accomplish by doing these things? (E.g., "The department will incorporate FT-NMR spectroscopy into six courses in the major and into directed research.")

3. What is the problem you are trying to solve or improvement you are trying to achieve? (E.g., "We plan to improve students' understanding of the following concepts / principles / ideas / techniques...")

4. How does this project advance the strategic plan?

5. Proposed project start date:

Proposed end date:

6. Estimated Project Costs (Include All Costs, Regardless of Funding Source)

Year 1	\$
Year 2	\$
Year 3	\$
Years 4+	\$
Total	\$

7. Will Wittenberg be required to provide matching funds?

☐ No

☐ Yes: \$

8. What university resources, including matching funds, are required for the project? Check all that apply and briefly explain.

Resources	Explanation
<input type="checkbox"/> Cash	
<input type="checkbox"/> Construction or renovation of facilities	
<input type="checkbox"/> Shared or dedicated use of facilities or equipment	
<input type="checkbox"/> Facilities or equipment	
<input type="checkbox"/> Faculty time (academic year released time, summers, other)	
<input type="checkbox"/> Physical plant staff time	
<input type="checkbox"/> Computing staff time	
<input type="checkbox"/> Other staff time	
<input type="checkbox"/> Other resources	

9. Have you identified a funding agency to receive the proposal?

☐ No

☐ Yes:

10. Is there a submission deadline?

☐ No deadline.

☐ Deadline is: